

MUSTY *

- M Misleading** Can occur more rapidly in technology than mythology. Look for:
- “Dated” popular fiction
 - Obsolete information
 - Books containing racial, cultural or sexual stereotyping
- U Ugly** Refers to the physical condition of the book.
- Antiquated appearance
 - Worn-out, frayed, dirty
 - Unable to mend
- S Superseded** There may be newer copies available.
- Duplicate copies
 - Almanacs, yearbooks, encyclopedias superseded by newer editions
- T Trivial** Look for appropriateness for the collection. Check for poor writing, inaccurate information, an inappropriate interest or reading level for students.
- Y Your collection** has no use for the book. It is irrelevant to your curriculum.

* Coined by the American Library Association in cooperation with the Texas State Library, 1976

FOR FURTHER INFORMATION

The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, Texas State Library, 1995

Weeding Library Collections, Stanley J. Slote, Libraries Unlimited, 1997

Where Do I Start? A School Library Handbook, Santa Clara County Office of Education, Linworth, 2000

California School Library Information
www.cde.ca.gov/ci/cr/lb/index.asp

Norfolk Public Schools, VA
Library Media Center Handbook
www.nps.k12.va.us/aaa/media/manual/

Sunlink Weed of the Month Club
<http://www.sunlink.ucf.edu/weed/>



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WEEDING THE SCHOOL LIBRARY

The Counterpart to Selection



Why Weed?

It does not matter how many books you may have, but whether they are good or not.

— *Epistolae Morale*
Lucius Annaeus SENECA
3 B.C.-65 A.D

WEEDING THE COLLECTION

DEFINITION

Weeding is the removing of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing.

DEVELOP A WEEDING POLICY AND CRITERIA

A part of the district selection policy should include a plan for weeding the school library collection. This weeding policy should include a justification, rationale, a plan for teacher evaluation of materials being considered for discard and a process for disposal.

The following criteria should be considered in developing such a policy:

- **Copyright:** a clue to look more carefully at the content.
- **Content:** look for relevance to the needs and curriculum of the school.
- **Physical condition:** look for ease of repair. Is there sufficient time and staff to complete major repairs?
- **Number of circulations** including last circulation. If not circulated for 5-10 years determine why.
- **Superseded:** is there newer information available?

INFORMAL WEEDING

An ongoing process that often occurs as materials are checked-in or checked-out.

FORMAL WEEDING

A planned process that is not superseded by informal weeding. A rotation schedule can be established allowing for systematic weeding over time.

COPYRIGHT

These are *suggested* copyright markers to consider. Utilize other criteria as well as these guidelines.

Dewey Classifications

| | | | |
|------------|------------|------------|------------|
| 000 | 2-10 years | 500 | 5-10 years |
| 100 | 10 years | 600 | 5-10 years |
| 200 | 2-10 years | 700 | 5-15 years |
| 300 | 5-10 years | 800 | flexible |
| 400 | 10 years | 900 | 15 years |

| | |
|---------------------------|---|
| Biographies | flexible |
| Fiction | 10 years |
| Encyclopedia | 5-7 years |
| Reference: | evaluate on individual basis |
| Periodicals | 5 years |
| Almanacs/Yearbooks | 3 years in reference, 3 additional years in circulation |

CONSIDER KEEPING

- Classics, award winners
- Local History
- Annuals & School Publications
- Titles on current reading lists
- Out of print titles that are still useful
- Biographical Sources

PROCEDURE

- Design a plan that includes a schedule and a goal for the weeding process.
- Schedule weeding during an uninterrupted time.
- Have post-its, carts and boxes available.
- Look at each book and apply your criteria.
- If pulling the book, note the reason and place on a cart for mending or in a box for disposal.
- Remove records from circulation system.

